

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2016-019    **Issue Date:** 01-28-16    **Closing Date:** 02-10-16

**Community Program Aide II**  
**Yakama Nation LaTisha Dental**  
**Department of Human Services**  
**Hourly Wage: \$10.87/Regular/Full-Time**

The Community Program Aide II will promote, maintain and improve health by assisting families to adopt healthy behaviors and dental health education. Collect and analyze data to identify families' needs prior to planning and implementing, programs designed to encourage healthy lifestyles, policies and environment. Assist Dental Hygienist with dental appointments, and entering dental visits on the I.H.S. Dentrix system also assist with dental outreach. May assist in Dental Hygienist operatory, sanitizing office and equipment, getting supplies ready for dental appointments. All duties concerning clients and staff are to be in the strictest of confidence.

**Knowledge, Skills and Abilities:**

- Knowledge of the Health Information Portability and Accountability Act (HIPAA).
- Knowledge of modern office principles, practices and procedures.
- Knowledge of and ability to obtain patient charts using Resource Patient Management System (RPMS) and Electronic Health Records (EHR) System.
- Knowledge of basic business telephone etiquette.
- Ability to learn the WIC and Indian Health Service protocol.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to commit and be dedicated in support of program goals and objectives in the management of healthy lifestyles.
- Ability to handle inquiries, problems, and complaints tactfully, courteously, and efficiently.
- Ability to establish and maintain effective working relationships with co-workers, Tribal & Indian Health Services Staff, public and private officials and general public.
- Ability to apply active listening techniques to obtain complete and accurate information.
- Ability to communicate effectively, both orally and in written form.

**General Recruiting Indicators:**

- Minimum of a high school diploma or equivalent. Two years' experience in health, social or vocational counseling either through education or on the job experience and one year clerical experience.
- Required to pass a pre-employment drug and alcohol test.

**Special Requirements:**

- Required to obtain and maintain First Aid/CPR card.
- Required to successfully pass a background check.
- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Nation tribal drivers permit.
- Enrolled Yakama Preference.